



"AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION."

CEA

**CALIFORNIA
DEPARTMENT OF
CHILD SUPPORT
SERVICES**

CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

POSITION TITLE: CEA 1, ASSISTANT DEPUTY DIRECTOR, FINANCIAL SERVICES BRANCH

SALARY: \$5768 - \$7324

FINAL FILING DATE: **OCTOBER 28, 2004**
(All applications must be received by 4:30 p.m. on the final filing date.)

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, Administrative Services Division, the Assistant Deputy Director, Financial Services Branch plans, organizes and directs the activities of the Financial Services Branch, which includes the following sections; Financial Planning, Financial Integrity & Audit Coordination, Accounting & Fiscal Services. The incumbent oversees the development and approval of all the department's budget operations for State operations and local assistance, totaling over **\$1 billion** annually. This position is responsible for the development and maintenance of the department's fiscal support system, which includes monitoring and control of appropriations, program financial integrity, cash flow analysis, CALSTARS maintenance and performing financial audit and oversight functions for the department including examination of county fiscal records.

The Assistant Deputy Director, Financial Services Branch is also responsible for the development of the administration and evaluation of policy relative to the financial operations for the Department including allocation and claiming policies necessary to support the child support program operations in the 58 local child support agencies. This position is also responsible for developing and issuing the annual administrative allocations to all 58 counties.

EXAMINATION INFORMATION:

1. The examination process will consist of an application screening process by a designated screening committee. Should the screening committee deem it necessary, interviews may be conducted with the most qualified applicants. Reference checks may be conducted on all candidates interviewed. The results of this examination will be used solely to fill this position. The results of the examination may be used to fill subsequent vacancies in this position within the next twelve months.
2. A one page, supplementary statement of qualifications and accomplishments, must accompany application. All applications will be screened on the basis of knowledge, experience and potential to meet the identified desirable qualifications. **Only the most qualified will be interviewed.**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

DESIRABLE QUALIFICATIONS:

- a. Administrative experience communicating with the Governor's Office, the Legislature, the Department of Finance, other high-level State, Federal and other local officials, and departmental managers.
- b. Ability to demonstrate managerial capability and experience to work independently in an unstructured environment.
- c. Knowledge of the organization and goals of programs within the California Department of Child Support Services and the counties that rely on the Department for guidance in the establishment and maintenance of their organizations.
- d. Ability to develop and maintain a fiscal support system.
- e. Ability to provide advice and recommendations in the various aspects of budget, accounting, audit and all other financial functions.
- f. Knowledge of federal and state laws, program rules and regulations, State, federal, and county fiscal management procedures, administration goals and objectives, and a variety of fiscal forecasting methodologies.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in the C.E.A. examination either: (1) permanent California state civil service status; or (2) be employed by the California Legislature for two or more consecutive years as provided in Government Code, Section 18990; or (3) be employed by the Executive Branch for at least two years in a non-elected exempt position.

Applicants must also satisfy these minimum qualifications:

1. Ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following specific knowledge and abilities:
 - a. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration; organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving and principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.
 - b. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action and prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.
2. These knowledges and abilities are expected to be obtained from the following kinds of experience (paid or volunteer, in state service, other government settings, or in a private organization):
 - a. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants should file an Application for Examination (Std. 678), which can be downloaded at (www.spb.ca.gov), and a one page supplementary "statement of qualifications and accomplishments" to:

California Department of Child Support Services
Human Services Section
P.O. Box 419064 – MS 25
Rancho Cordova, CA 95741-9064

Applications may be filed in person at 11150 International Drive, 2nd Floor, Rancho Cordova

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

Any questions should be directed to the Human Services Section at (916) 464-5200.